

**Lake Junaluska Assembly Property Owners Organization, Inc.**  
**In-person/Zoom General Meeting Minutes**  
**Saturday, February 15th, 2025 10:00am at the Gaines Welcome Center**

**Board Members: (In-person or Zoom)** Susan Giles - President, Matthew Burton - Vice President, Julie Bruijn - Secretary, George Kenny - Treasurer, Board Members: Chuck Lipp, Nan Huebner, Jeff Mickle, Kelly Priegnitz, David Lawson, Millsaps Dye.

**Administration Members Present:**

Lake Junaluska Assembly Executive Director Ken Howle  
 Assembly Public Works Director Junior Woody  
 Administrative Assistant Leisa McDonald

**Call to order:** President Susan Giles called the meeting to order at 10:00 AM.

Susan welcomed all participants of meeting.  
 She provided an overview of the meeting agenda  
 And opened by offering a moment of prayer.

**Minutes:** The minutes of the July 6th, 2024 Annual Meeting were approved without corrections or additions by members present as posted on the Assembly of Public Works web site.

## Financial Report

LJAPOO Finances 2024 and 2025					
Check #	Date	Action	Expenses	Income	
	1/1/2024	Carryover From 2023		\$ 8,556.75	
	1/23/2024	Deposit		\$ 3,170.00	
108	1/23/2024	LJA Mailing	\$ 124.32		
109	1/23/2024	LJA Doggie Bags	\$ 562.65		
110	1/23/2024	LJA Junaluska Lake Cleanup	\$ 50.00		
111	1/23/2024	LJA Dam Fund	\$ 500.00		
	2/5/2024	Deposit		\$ 420.00	
	2/20/2024	Deposit		\$ 835.00	
	5/19/2024	Deposit		\$ 380.00	
	5/3/2024	Deposit		\$ 20.00	
112	5/18/2024	LJA Dam Fund	\$ 1,000.00		
	7/1/2024	Deposit		\$ 180.00	
113	7/6/2024	LJA Mailing	\$ 196.65		
	7/8/2024	Deposit		\$ 340.00	
DC	7/26/2024	LJA Rooms Rental	\$ 148.59		
114	8/6/2024	USPS Mailbox	\$ 170.00		
115	11/21/2024	LJA Employee Christmas	\$ 750.00		
	12/31/2024	Total	\$ (3,502.21)	\$ 6,903.75	
	1/1/2025	Carryover From 2024		\$ 3,399.54	
117	1/14/2025	LJA Mailing	\$ 196.65		
	1/25/2025	Deposit		\$ 800.00	
	2/11/2025	Deposit		\$ 780.00	
			\$ (196.65)		
	2/11/2025	Bank Balance		\$ 4,842.89	

**Treasurer's Report:** Treasurer George Kenny reported that LJAPOO, Inc. has a balance of \$4,842.89 (details @ left) with the major expenses in 2024 bring funds for dam, employee's Christmas party, & doggie bags.

Also a reminded to everyone that:  
**\*Membership Dues of \$20 per household are now Due!**  
**\*Dues paid by check can be mailed to:**

**LJAPOO, Inc**  
**Box 1175**  
**Lake Junaluska, NC 28745**

•Only dues paying members may vote - with 1 Vote / Household

\* Susan reminded all present that only dues paying LJAPOO members are eligible for the discount from the oil & Propane cartel, with a reminder to inform the oil company of need fro refill by 2/26.

**Nominations Coordinator for 2026 Officers and Board** - John Scott nominated Ed LaFontaine as the Nomination Coordinator for the elections which will be held at the July LJAPOO Annual Meeting. The motion was seconded by John Johnson and all members present voted in favor of appointment. If you are interested in serving in either of the officer positions or as a Board Member, please reach out to Ed LaFontaine.

*Officer & Board positions up for election include:*

President, Secretary and 4 Board Member positions

### **Lake Junaluska Assembly and Public Works Reports**

**LJA Executive Director Ken Howle** provided a report on Assembly operations and concerns.

- Ken began with an update on governance and Shared the list of the 26 Board of Trustees which currently consists of 89% UMC (75% required by Bylaws) and 83% Property Owners (60% required by Bylaws)
- He provided a list of the current Executive Team:
  - Mike Huber, General Manager
  - Sendy Crenshaw, Director of Finance and Administration
  - Administrative Assistant - Leisa McDonald.

### **Ken Provided a list of Virtual and Physical sites to go to for information about the Lake Junaluska Assembly, Public Works and Community**

- Junaluska Weekly
- Discover Lake Junaluska magazine
- [lakejunaluska.com](http://lakejunaluska.com)
  - [lakejunaluska.com/drawdown](http://lakejunaluska.com/drawdown)
  - [lakejunaluska.com/calendar](http://lakejunaluska.com/calendar)
- [lakejunaluska.com/vision](http://lakejunaluska.com/vision) for LJA Mission, Vision, Values, and Strategic Vision.
- The site also contains a link to a list of the members of the Board of Trustees.

### **Public Works and Community**

- [lakejunaluskacommunity.com](http://lakejunaluskacommunity.com)
  - Junaluska Assembly Community Council Minutes
  - Information on LJAPOO, JACC and the Junaluskans
  - Minutes from LJAPOO and JACC (Junaluska Assembly Community Council)
- Lake Views and News Articles
- Sign-up for Text Alerts from Public Works
- [ncuc.gov](http://ncuc.gov) for NC State utilities information

### **Other Locations for Information**

- Assembly Public Works Office
- Bethea Welcome Center
- The Terrace
- Lambuth Inn

- Lake Junaluska Gifts and Grounds
- Lakeside Kiosks

**APW Director Junior Woody**

- CDC 10 - 20 year Water Infrastructure Plan
- Current Topics
- Update on Dam
- NCDOT Project Update
- APW Financial Summaries

Junior presented the following to the group:

**Water Infrastructure Plan 2025**

- Civil Design Concepts provided guidance to achieve key project objectives, including developing an accurate GIS map of water facilities, building a hydraulic model to identify pressure zones and prioritize system upgrades.
- We are also establishing a 10-20 year Capital Improvement Plan (CIP) to guide future investments.
- Our team also assessed current and projected costs to improve system reliability and evaluated the existing tank for repair while considering alternative storage tank locations.
- By achieving these objectives, Lake Junaluska Assembly will position itself to secure additional funding for implementing system improvements, ensuring the long-term reliability and efficiency of its water infrastructure.



**Water Infrastructure Plan 2025**

Relevant Utility Issues:

- The age and material composition of pipes, leading to pressure stabilization challenges
- Storage tank age and deterioration
- Insufficient hydrant coverage and pressure at fire hydrants
- Incomplete mapping of the system and lack of hydraulic modeling
- A missing backup generator for the booster pump station
- The AIA grant aims to address these challenges by creating a foundation for strategic upgrades and ensuring the system meets current and future demands.



## Water Infrastructure Plan 2025

### Significant Facilities:

- 107,935 linear feet of waterline various sizes from 1-8"
- 200,000 Gallon Storage Tank
- Pump House
- 55 Fire Hydrants
- Valves



**Lake Junaluska**

*A place of Christian hospitality where lives are transformed through renewal of soul, mind and body.*

## Water Infrastructure Plan 2025

### Project Objectives:

- Develop an accurate GIS map of the water facilities
- Build a hydraulic model to identify pressure zones and prioritize system upgrades
- Assess current and projected costs to improve overall system reliability
- Evaluate the existing tank for repair and consider alternative storage tank locations



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### • Current Topics

1. Water leak in Tri-Vista
2. Continuing leaf pick-up
3. Continue to clean out lake booms as needed
4. Sewer leak 494 Oxford Road
5. N. Lakeshore sewer main
6. Lock boxes for residents (\$10)
7. Retirement of Brian Aldridge

### • Updates on the Dam

- Washout on the slope from the north side but no structural damage
- No visual changes in the condition of the dam & concrete buttresses, spillway slab, steel beams that support vehicle and walkway
- All structural elements are functional and adequate for safe operation of the dam & bridge (stone & rock)
- Rework or replacement of gates - engineers to design (meeting Feb 27th)
- Spillway capacity control greater volumes of water - new study

● NCDOT Projects (2025 - 2026)

- Main Entrance Traffic Light - moved out no tentative start date
- Pedestrian Crossing @ Golf Course & Holston Village -moved out no tentative start date
- NCDOT Bridge Replacement approx 15% (Zachary Construction)
- Jack & Boring for project nearly completed
- Temp bridge working on piling for flyover
- Russ Avenue has started Exit 102-Main Street (Buchanan Construction)
- Monthly Meeting with NCDOT throughout 4 year project

Director's Report - Metrics						
Assembly Public Works Director's Report - Metrics						
Item	Nov 2024	Dec 2024	Jan 2025			
<b>Service Charges</b>	<b>2024 SC BW</b>	<b>2024 SC BW</b>	<b>2025 SC BW</b>	<b>\$ Less than</b>	<b># Accts/People Less</b>	
Total Amount Billed	\$1,190,694	\$1,190,694	\$1,302,524			
2024 Balance Owed	\$1,295,324	\$870,522	\$366,572	\$903,950	645 acct (373 less)	
2024 - Balance Owed	\$42,284	\$48,084	\$76,989	\$6,085	37 acct (12 less)	
2023 - Balance Owed	\$17,571	\$25,213	\$13,211	\$0	13 acct (0 less)	
2022 - Balance Owed	\$9,820	\$9,820	\$9,820	\$0	10 acct (0 less)	
2021 - Balance Owed	\$5,164	\$5,164	\$5,164	\$0	4 acct (0 less)	
2020 - Balance Owed	\$6,100	\$6,100	\$6,100	\$0	6 acct (1 less)	
2019-2013 Balance Owed	\$21,600	\$21,600	\$21,600	\$0	5 acct (0 less)	
Total Ar Collections	\$165,431	\$961,456	\$451,470			
<b>Water/Sewer - Non-Revenue Wat</b>				<b>Quarterly Average</b>		
Current Month				<b>Cubic Feet</b>	<b>Gallons</b>	
-Volume in cu.ft.	81,418	107,089	78,525	891,010	665,795	
-Cost of NRW	\$4,844	\$6,327	\$5,499	\$5,557		
12 Month Rolling Average						
Percentage of NRW-By Month	17.38%	18.38%	17.17%	17.71%		
-Average NRW in cu.ft.	105,123	107,059	103,458	105,213	786,996	
-Yearly Cost of NRW	\$6,911	\$7,288	\$5,499	\$6,566		
** Meters on Hand-45	Mtrs placed-5	Mtrs placed-9	Mtrs Placed-0	Mtr In Reg-12		
<b>Security</b>				<b>Quarterly Average</b>		
Incidents						
-Residential	21	25	17	21		
-Lake Assembly	50	46	23	43		
-Outside/Other	3	1	2	2		
Reports Typed	64	68	65	65		
Patrol Miles Driven	4,236	6,731	5,220	5,396		
Total House Checks	421	435	390			

Financial Update				
Jan 2025				
Service charges & Construction fees		Budget	Actual	Variance
<b>Revenues</b>		<b>\$1,324,318</b>	<b>\$ 1,143,689</b>	<b>\$ 18,471</b>
	Bulk Green Waste	\$ 3,380	\$ 3,308	\$ 72
	Solid Waste	\$ 136,134	\$ 136,033	\$ 101
	Service Fees	\$ 984,804	\$ 980,347	\$ 4,457
<b>Expenses</b>		<b>\$ 995,739</b>	<b>\$ 897,898</b>	<b>\$ 8,613</b>
	Solid Waste	\$ 136,134	\$ 135,751	\$ 383
	Bulk Green Waste	\$ 134,700	\$ 149,860	\$ (15,160)
	STREETS	\$ 177,480	\$ 180,361	\$ (2,881)
	ADMINISTRATION	\$ 284,024	\$ 283,923	\$ 101
	SECURITY	\$ 273,270	\$ 283,093	\$ (9,823)
<b>Operations Balance</b>		<b>\$ 218,588</b>	<b>\$ 246,991</b>	<b>\$ 28,883</b>
<b>PRELIMINARY</b>	Net Reserves Beginning Balance		\$ 480,495	
	Capital Expenses 2025		\$ 315,437	
			\$ 413,648	

Financial Update				
Feb 2025				
		Budget	Actual	Variance
<b>Water and Sewer Funds</b>				
Operational Revenues		\$ 1,018,051	\$ 993,643	\$ (24,408)
	Water	\$ 893,854	\$ 890,321	\$ (3,533)
	Sewer	\$ 124,197	\$ 103,322	\$ (20,875)
	LA reimbursement	\$ 0	\$ 0	\$ 0
	LA Grant Reimbursements	\$ 0	\$ 0	\$ 0
Operational Expenses		\$ 751,776	\$ 889,248	\$ (137,471)
	Operations	\$ 751,776	\$ 771,321	\$ (19,545)
	LA Grant Expenditures	\$ 0	\$ 117,927	\$ (117,927)
Operational Cash Flow Balance		\$ 266,275	\$ 104,395	\$ (161,880)
Reserve Balance 12/31/2024		\$ 1,018,051	\$ 1,018,051	\$ 0
Net Reserve Beginning Balance		\$ 0	\$ 104,395	\$ 104,395
Capital Assessments		\$ 396,800	\$ 396,800	\$ 0
O Assessment Water		\$ 35,829	\$ 35,829	\$ 0
O Assessment Sewer		\$ 361,971	\$ 360,971	\$ 1,000
Capital Expenditures		\$ 287,277	\$ 175,799	\$ 111,478
O Assessment Water		\$ 287,277	\$ 175,799	\$ 111,478
O Assessment Sewer		\$ 0	\$ 0	\$ 0
PRELIMINARY Reserve Balance 12/31/2025		\$ 1,018,051	\$ 1,018,051	\$ 0

Call us if you need us :

**Office: 828-452-5911**

**Security: 828-734-5575**

**Public Works on-call: Please call security**

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**Exec. Director Ken Howle** provided updated an update on Hurricane Helene Damage, which has been estimated at a million dollars.

- Dam and Lake - Ken showed pictures of the Dam, water overtopping the bridge and how the debris behind the pedestrian bridge walkway. He discussed the dam's condition (both the concrete structure and earthen area) and how the capture of debris behind the walkway averted further damage to the dam.
- Waynesville Main 24" Sewer line which broke away was miraculously diverted into a secondary line preventing raw sewage from spilling into lake and waterways
- The Rose Walk slid in 3 paces with repairs totally approx \$200,000 (completion expected shortly after concrete dries) this week)
- Harrell Center Flooding with over a foot of water. Repairs and Renovations have been completed totally approx \$400,000 and the first conference is using this space again this weekend.
- Large percentage of these costs have been covered by Charitable Giving from all over the country, incoming grants and surplus from Conference Center in 2024.

**Upcoming Projects:**

- Pickleball Courts (completed)
- Tennis Courts - resurfacing and striping
- Terrace Dining Room Update and Repairs
- Terrace Hotel Renovation
- Dam Repairs and Engineering Study
- Chuck Lipp will be presenting the long range plan for the dam at the next Trustees Meeting

Ken discussed our communities resilience and thanked those who supported Lake Junaluska through donations and / or of personal time. He provided examples and stories of how members came together to support recovery workers, furthering the Lake Junaluska vision and mission. He discussed continued fundraising efforts for the annual fund, dam preservation, restoration of sacred spaces, new youth and family housing and strengthening

recreation ministries.

There were no questions submitted from the floor.  
Adjournment: The Meeting was adjourned at 11:10am.

Respectfully Submitted: Julie Bruijn, LJAPOO Secretary

**The February 15th, 2025 Lake Junaluska Property Owners Organization  
General Meeting is now available by Cloud Recording on Zoom using the  
following link:**

[https://us06web.zoom.us/rec/share/  
\\_7Hugp5PHSwKWXFsmQQ1eXCvhoV7RGnVJYBzyUMGFDimi\\_i2YmAslUrNhjDWmlh.zc  
B\\_WyQT0fBwtMQ4U](https://us06web.zoom.us/rec/share/_7Hugp5PHSwKWXFsmQQ1eXCvhoV7RGnVJYBzyUMGFDimi_i2YmAslUrNhjDWmlh.zcB_WyQT0fBwtMQ4U)

Passcode: \$75eJN.4